Announcement

Office of Developmental Programs
Cost Report Information for Waiver Transportation Providers

ODP Communication Number: Announcement 007-15

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Waiver Direct Service Providers who deliver discrete transportation services as Provider Type 26 and need to complete a transportation cost report, Administrative Entity (AE) staff who are responsible for reviewing provider transportation cost reports, and Office of Developmental Programs (ODP) Regional staff that will have a role in overseeing the transportation cost report process.

PURPOSE: The purpose of this ODP announcement is to inform the above mentioned audience that the following Year 7 transportation cost report materials have been added to the ODP Consulting website and are similar to the previous year’s materials. ODP encourages providers to review the entire instructions document to ensure understanding of the requirements.

Provider Information Center (PIC)
- Year 7 Transportation Cost Report Instructions
- Year 7 Transportation Cost Report Template

BACKGROUND: Providers who are Provider Type 26 and deliver transportation trip services to individuals enrolled in the Consolidated or P/FDS Waiver programs need to complete this cost report in order for ODP to develop rates based on the provider’s historical expense data. The data in the approved cost reports will be used by ODP in the development of transportation trip rates effective during FY 2015/2016.
Note that ODP will assign rates if a transportation provider:
- Does not attempt a cost report submission via email to their qualifying AE by Friday, February 20, 2015; or
- Successfully submits a cost report via email to their qualifying AE, but does not re-submit or provide support, as requested, during the AE’s review process.

Qualifying Administrative Entities (AEs) should also review these documents to understand their role in the cost report approval, desk review, and rate recommendation process. ODP also requests that AEs notify their transportation providers that the Year 7 Transportation Cost Report information is available and ensure the providers are aware of the Year 7 transportation cost report process and timelines.

The posted materials described above can be accessed as follows:

**Waiver Direct Services Provider**
ODP Consulting Website > ODP Information Center > Provider Information Center > Waiver Provider Cost Report Information > Year 7 Cost Report Instructions and Forms

Providers are encouraged to continue monitoring this website for additional announcements and postings.

Direct all questions to the AE or the Regional Fiscal Officer

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